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**AGENDA ITEM SUMMARY**

DATE: 12/3/12 DEPARTMENT: PW - Streets DEPT. HEAD SIGNATURE: 

**SUBJECT:** Review of the 2012-13 Snow Removal Policy

**AUTHORITY:**  ID Code \_\_\_\_\_  IAR \_\_\_\_\_  City Ordinance/Code \_\_\_\_\_  
(IF APPLICABLE)

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

A proposed Snow Removal Policy is attached for city council review. In general the sections of the policy in bold print are either new or where there is a question of direction for the policy. Important new areas in the policy include a call-out procedure, sidewalk and ice build-up priority, private street clarification and the priority of sidewalk snow removal.

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:** Caselle # \_\_\_\_\_  
Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_  
Estimated Hours Spent to Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
Staff Contact: \_\_\_\_\_ Phone # \_\_\_\_\_  
Comments: \_\_\_\_\_

**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:** (IF APPLICABLE)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> City Administrator | <input type="checkbox"/> Library             | <input type="checkbox"/> Benefits Committee |
| <input type="checkbox"/> City Attorney      | <input type="checkbox"/> Mayor               | <input type="checkbox"/> Streets            |
| <input type="checkbox"/> City Clerk         | <input type="checkbox"/> Planning            | <input type="checkbox"/> Treasurer          |
| <input type="checkbox"/> Building           | <input type="checkbox"/> Police              | _____                                       |
| <input type="checkbox"/> Engineer           | <input type="checkbox"/> Public Works, Parks | _____                                       |
| <input type="checkbox"/> Fire Dept.         | <input type="checkbox"/> P & Z Commission    | _____                                       |

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Approval of the Snow Removal Policy either as is or with revisions as requested.

**ADMINISTRATIVE COMMENTS/APPROVAL:**

City Administrator \_\_\_\_\_ Dept. Head Attend Meeting (circle one) Yes No

**ACTION OF THE CITY COUNCIL:**

Date \_\_\_\_\_

City Clerk \_\_\_\_\_

**FOLLOW-UP:**

\*Ord./Res./Agrmt./Order Originals: Record  
Copies (all info.): \_\_\_\_\_  
Instrument # \_\_\_\_\_

\*Additional/Exceptional Originals to: \_\_\_\_\_  
Copies (AIS only)



**City of Hailey**  
Street Department

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**Snow Removal Policy  
2012-2013**



## PRESEASON...

The Public Works Department's primary objective during the winter storm season is to provide safe transportation, emergency vehicle access to all citizens and support education and commerce during adverse weather conditions. In October the Public Works Director and the Street Superintendent will meet to update this plan and develop a strategy to inform the general public of how their cooperation can help maximize the effectiveness of the snow removal operations.

The Street Superintendent will develop a report outlining equipment readiness and repairs needed for equipment; will develop a procedure for obtaining snow removal contracts and rental equipment; and ~~present a list for additional seasonal positions required~~ **outline the personnel required for snow removal work.** The Public Works Director **and Street Superintendent** will meet with the Chief of Police to review vehicle towing procedures.

Public education is a key element to a successful snow removal plan. A press release will be issued **in November and again in January** that outlines impediments that restrict our ability to efficiently and safely conduct snow plowing operations. The Street Department will survey each street for encroachments that have occurred and "tag" each with a message outlining City Ordinances. The Police Department will provide warnings to vehicles that would be subject to towing during a snow event.

## BEFORE THE STORM...

The Public Works Department will monitor the ~~weather station and~~ national weather service reports **during the day to notify snow removal personnel that snow plowing is highly probable.** The Street Superintendent or Crew Supervisor will assign personnel to be on first call if snow and ice control operations are implemented. To provide support as needed during a winter maintenance operation, the Street Superintendent will maintain on file the following information:

- ❖ The Snow and Ice Control Plan (current year)
- ❖ Status of materials
- ❖ List of operable and inoperable equipment
- ❖ List of primary personnel on alert status
- ❖ List of ~~potential~~ **contracted** services
- ❖ Location of storage sites
- ❖ List of support equipment/staff in the City of Hailey

## DURING THE STORM...

### Call Out Procedures:

**Snow removal activities are generally performed during the night for safety and efficiency. For snow events occurring during the night the Police Officer on duty will monitor the accumulation of snow. When the accumulation is 3" or the weather pattern notes the likelihood of reaching 3" is imminent the Officer on duty will call the Street Division Manager to begin the call out of snow removal personnel. During the day the Public Works Department will monitor snow events and perform snow removal activities to the extent they**



can be safely performed. Sidewalks will be a priority during the day if accumulations are presenting safety hazards to citizens.

The Street Superintendent shall develop and maintain all information needed to adequately, promptly, and verbally inform the Public Works Director of the status of work, personnel assignments, equipment and material needs, and facts concerning developing situations. Types of information which shall be assembled:

- ❖ A city map with markers to designate problem areas and accidents
- ❖ An equipment and personnel status report; number of personnel in the field, equipment in the field; ~~both operable and inoperable.~~
- ❖ Street condition status report to include Priority 1, 2, 3, and 4 streets
- ❖ Current status of materials
- ❖ Storm data, i.e., accumulated snowfall, temperature forecast, etc.
- ❖ Projected needs for personnel and equipment

All information will be summarized in a form which the Public Works Director can quickly review in either an emergency or routine daily reporting task. The Street Superintendent will serve as the communications link with field personnel, administrative personnel, and police dispatchers. The Public Works Director will respond to questions and requests from the general public.

The news media, School District, Blaine County and City of Hailey Fire and Police Departments will be informed of all street closings. The Public Works Director must approve all street closings before notices are issued.

### **AFTER THE STORM...**

When the storm is over, the Street Superintendent will prepare a written review of the snow and ice control operations that will contain:

- ❖ Amount and cost of time and overtime hours for Street Division employees
- ❖ Amount of all other time and costs, regular and overtime hours, for other divisions/departments
- ❖ Complete breakdown for contract equipment and cost
- ❖ Recommended additions and/or corrections to be made to the current Snow and Ice Control Plan

In addition to the above, begin the following procedures:

- ❖ **Additional** hauling and dumping operations **needed**
- ❖ Additional sanding as may be needed
- ❖ Inspection of all equipment utilized during the storm
- ❖ Report needed equipment repairs
- ❖ Inventory stockpile of sanding/de-icing material
- ❖ Cleaning of intersections as soon as possible
- ❖ Have a post-meeting with all employees to discuss possible improvements



## Duties and Responsibilities:

This summary lists the major duties and responsibilities of various team members involved in the snow control plans for the City of Hailey.

### Public Works Director:

- ❖ Review snow removal plan annually
- ❖ Coordinate public education efforts
- ❖ Authorize snow removal operations to begin
- ❖ Oversee Snow and Ice control operations
- ❖ Declare a snow emergency when conditions warrant
- ❖ Open emergency operations center when conditions warrant
- ❖ Monitor weather forecasts
- ❖ Respond to citizens complaints

### Street Superintendent:

- ❖ Provide annual safety training for all employees involved in snow removal operations
- ❖ Prepare equipment readiness reports
- ❖ Examine snow storage areas for accessibility
- ❖ Coordinate snow removal operations
- ❖ Coordinate encroachment removal
- ❖ Prepare written report at the completion of each snow event

The Public Works Director, **Police Chief** or ~~his~~ **their** designees **is are** the only persons authorized to instruct the Street Division personnel to close certain streets or portions of streets to traffic. Barricading and signage shall be done in accordance with the Manual Uniform Traffic Control Devices.

Specific complaints will be handled as directed by the Public Works Director, but will not hamper the established orderly operations as described herein. Driveways, residential or commercial, shall not be plowed open unless specifically authorized by the Public Works Director. Driveways that are blocked during ice peeling operations will be cleaned **as soon as possible**.



## Storm Classifications

The City of Hailey uses four storm categories and a Snow Emergency designation, defined as follows:

### **CATEGORY I**

0" - 3" of snow resulting in icy conditions throughout the city.

All main arterials, selected collector streets, bus routes, around schools, hazardous stops, hills and all emergency facilities are treated with sanding and de-icing material. **Special attention will be given to the North sides of buildings with curb and gutter for ice buildup. Sidewalks will be plowed as needed.**

### **CATEGORY II**

3" - 6" of snow resulting in sleet and slushy conditions; streets are plowed throughout the city.

All main arterials, selected collector streets, bus routes, around schools, hazardous stops, hills and all emergency facilities are treated with sand and de-icing material if necessary.

### **CATEGORY III**

6" - 12" causing hazardous conditions.

All main arterials are plowed, treated with sand and de-icing material until the storm subsides. Then collector streets, bus routes, around schools, hazardous stops, hills and all emergency facilities are plowed and treated with sand and de-icing material.

### **CATEGORY IV**

A major snowstorm amounting to 12" or more.

Concentration is given to all main arterials and emergency facilities. Collector streets, bus routes and around schools are treated with sand and de-icing material and plowed as soon as possible thereafter. Residential streets are plowed and treated with de-icing material as soon as priorities allow, at the discretion of the Public Works Director.

### **SNOW EMERGENCY**

A Snow Emergency will be declared when either the predicted snowfall over a 24 hour period exceeds 12" or when actual snowfall exceeds 12". A media release will be issued to inform the public of this declaration and the plans for snow removal work including the plowing activities in accordance with the Category IV snowstorm activities noted above. **If the snowfall exceeds 12" overtime or Comp time will be authorized as needed during the event.**



## STREET SNOW REMOVAL PRIORITY

**Priority 1 Routes:** All main arterials considered to be the minimum network which must be kept open to provide a transportation system connecting hospitals, police and fire stations. These roads include: Main St., River St., 2nd Ave., 3rd Ave., McKercher Blvd., Myrtle St., Bullion St., Croy St., Elm St. (Main to 3<sup>rd</sup>), Fox Acres Rd., Woodside Blvd., Countryside Blvd., Airport Way, Aviation Dr.

**Priority 2 Routes:** All remaining arterials, selected collectors, bus routes, and around schools. These roads include: Eastridge Dr., Cedar St., Silverstar Dr., War Eagle Dr., Robinhood, Northridge Dr., 4th Ave., Elm St. (Main to Aspen Dr.), Maple St., Buckhorn Rd., Quigley Rd., Empty Saddle, Sixth Ave, Mother Lode Loop, and Glenbrook Dr. including Industrial Park.

**Priority 3 Routes:** All other selected collectors completing the network covering the major traffic volume streets and selected "**Hot Spots**" (**are these on the map?**) such as intersections, hills, and known routes for disabled individuals.

**Priority 4 Routes:** All remaining streets, such as residential and local streets. Except for unusual conditions, all priority 1, 2, and 3 streets will be kept open and maintained. When this is not possible, the priority 3 streets will be dropped first, and, if necessary, the priority 2 streets will be dropped. The priority 1 streets will be kept open at all times. The snow routes have been established so that regardless of which priorities are dropped, the remaining portion will be one connected, continuous system.

If snow accumulation completely blocks traffic movement, the priority 4 streets will be plowed when the crews are able to complete their higher priority routes. It is to be emphasized that plowing of priority 4 streets may not occur at all unless the Public Works Director determines the snowfall depth and/or drifting warrant such action. Equipment, however, will be provided as necessary to respond to emergency situations.

When plowed snow either restricts or interferes with traffic, snow will be loaded and hauled to pre-determined storage sites. Because of traffic volumes, the majority of hauling will be done at non-peak traffic volume times and will normally start when the storm ends. The Public Works Director normally declares a snow emergency **in accordance with the definition** ~~when snow conditions are such that normal snow operations are not able to keep the streets clear.~~



### **PRIVATE STREET POLICY**

**Designated Private Streets, generally marked with blue street signs; e.g. all cul-de-sacs, dead ends, Airport West off streets, Jack Pine & Ponderosa, Little Indio Lane & Poulsen Rd.; are not maintained or plowed by city personnel. Private parking areas adjacent to public streets; e.g. Hailey Park Townhouses; are also the responsibility of the private property owners or homeowners association.**

**Priority Sidewalk Routes: Main St & The East side of Woodside BLVD sidewalks will be plowed and deiced as soon as possible during and after storms. One pass will be made down all sidewalks during a CATEGORY III and CATEGORY IV storm. Additional cleaning will be prioritized as time and resources allow.**

**From November 1<sup>st</sup> to May 1st vehicles may not park within 6' of the asphalt a "No Parking" ban is in effect from midnight to 7:00 a.m. on all city streets. This is simply the most effective way to keep cars off the street, a crucial factor in accomplishing an effective snow control plan. Snow emergency routes are posted with signs along the designated streets and will be enforced when necessary.**



## CONTINGENCY PLAN

The City of Hailey has a limited fleet of equipment and contracts for additional equipment from local contractors, nevertheless we need to plan for assistance should the need arise. The Idaho Department of Transportation (ITD) has helped us in the past when we have had short term breakdowns. As always this is contingent on the availability of their equipment and their work load; as such we should not entirely rely on this option. It is ultimately ITD's responsibility to make certain that the State Highway (Main Street) remains open. If we should have a long term breakdown of equipment, we will request that they plow all snow to the center of the Highway, we will then utilize our loaders and trucks to remove this snow.

In 2006 we replaced the 1965 FWD with a front wheel mount loader blower #4009; this has been replaced with a new 2007 loader mounted blower. Should there be a major breakdown during a snow episode the Idaho Transportation Department should be contacted through Steve Coles at 1-208-309-2226 or the State Shop 1-208-788-3365. Additional contacts include ~~Craig Vaughn~~ **Tom Duffy**, Blaine County Road and Bridge 1-208-720-7502, the County shop at 1-208-788-5580 and Pete Kramer at Friedman Memorial Airport at 1-208-788-9003 ext. 24.



**AGENDA ITEM SUMMARY**

DATE: 12/3/12 DEPARTMENT: PW - Streets DEPT. HEAD SIGNATURE: 

**SUBJECT:** Motion to approve Resolution 2012-88, approving three (3) contracts with Sluder Construction, Inc. for assistance with snow removal activities for the 2012/2013 snow season.

**AUTHORITY:**  ID Code \_\_\_\_\_  IAR \_\_\_\_\_  City Ordinance/Code \_\_\_\_\_  
(IF APPLICABLE)

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

Attached are three (3) agreements for Sluder Construction to assist with snow removal efforts this winter. These agreements cover the supplying of a dozer and operator for compacting the snow pile at Lions Park, two end dumps for hauling snow off Main St and one loader for cleaning alleys and intersections in downtown. The proposed costs for this assistance have increased above the costs for the last three years by \$10/hr for the loader and haul trucks and by \$5/hr for the dozer. Sluder Construction has been the contractor for the last three years and is recommended by the Public Works Director and Street Division Manager to continue in this capacity.

The Sluder Construction proposal is for less equipment than provided in past years. The Street Division Manager is exploring working with additional contractors to provide additional equipment to ensure snow removal from Main St as quickly as done in the past.

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:** Caselle # \_\_\_\_\_  
Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_  
Estimated Hours Spent to Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
Staff Contact: Tom Hellen Phone # 788-9830 Ext 14  
Comments:

**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:** (IF APPLICABLE)  
\_\_\_\_ City Attorney      \_\_\_\_ Clerk / Finance Director      \_\_\_\_ Engineer      \_\_\_\_ Building  
\_\_\_\_ Library      \_\_\_\_ Planning      \_\_\_\_ Fire Dept.      \_\_\_\_  
\_\_\_\_ Safety Committee      \_\_\_\_ P & Z Commission      \_\_\_\_ Police      \_\_\_\_  
\_\_\_\_ Streets      \_\_\_\_ Public Works, Parks      \_\_\_\_ Mayor      \_\_\_\_

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Motion to approve Resolution 2012-88, approving three (3) contracts with Sluder Construction, Inc. for assistance with snow removal activities for the 2012/2013 snow season.

**ADMINISTRATIVE COMMENTS/APPROVAL:**

City Administrator \_\_\_\_\_ Dept. Head Attend Meeting (circle one) Yes No

**ACTION OF THE CITY COUNCIL:**

Date \_\_\_\_\_

City Clerk \_\_\_\_\_

**FOLLOW-UP:**  
\*Ord./Res./Agmt./Order Originals: Record \*Additional/Exceptional Originals to: \_\_\_\_\_  
Copies (all info.): \_\_\_\_\_ Copies (AIS only)  
Instrument # \_\_\_\_\_

**CITY OF HAILEY  
RESOLUTION NO. 2012-88**

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY  
AUTHORIZING THE EXECUTION OF A CONTRACT FOR SERVICES WITH  
SLUDER CONSTRUCTION FOR 2012/2013 SNOW SEASON.**

WHEREAS, the City of Hailey desires to enter into (3) three agreements, these agreements cover (1) two haul trucks at \$94.50/hour (2) one loader at \$89.00/hour and (3) one dozer at \$99.50/hour, with SLUDER CONSTRUCTION for services for 2012/2013 snow season. The proposed costs for this assistance have increased above the costs for the last three years by \$10/hour for the loader and haul trucks and by \$5/hour for the dozer.

WHEREAS, the City of Hailey and SLUDER CONSTRUCTION have agreed to the terms and conditions of the (3) three Contract for Services, copies of which are attached hereto.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAILEY, IDAHO,** that the City of Hailey approves the Contract for Services between the City of Hailey and SLUDER CONSTRUCTION and that the Mayor is authorized to execute the attached Agreement,

Passed this 3rd day of December, 2012.

City of Hailey

\_\_\_\_\_  
Fritz X. Haemmerle, Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, City Clerk

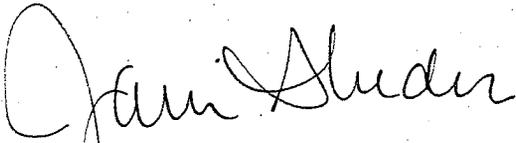
Sluder Construction, Inc.  
P.O. Box 332  
Bellevue, Idaho 83313  
208-788-2771

City Of Hailey  
Snow Removal Service  
115 Main Street South  
Hailey Idaho 83333

Enclosed is our bid information in consideration of the 2012/2013 snow removal season.

Included: 2 Haul trucks at \$ 94.50 per hour  
1 Loader Liebherr at \$ 89.00 per hour  
1 Dozer Kamatsu D65 at \$99.50 per hour

Thank You

A handwritten signature in cursive script that reads "Jami Sluder". The signature is written in black ink and is positioned above the printed name and title.

Jami Sluder  
Treasurer- Sluder Construction, Inc.

## SNOW REMOVAL SERVICES BID INFORMATION

### Sidewalk Snow Blower / Plow Specifications

- **Vehicle Specifications**
  - 60" Width or less / 80" height or less
  - 25-31 gpm High Flow Hydraulic system
  - A Strobe light or high intensity Flasher system is required.
  - All Equipment shall be bid without fuel by the hour Nov 1st –Mar 31st.
  
- **Snow Blower Attachment**
  - 25-31 gpm / High Flow Snow Blower
  - Working Width 60"
  
- **Snow V-Blade Attachment**
  - Working Width-Straight Blade 62"
  - Working Width-V-Blade 54"
  - Working Width-Scoop Blade 53"
  - Working Width-Angled Blade 54"

### Sidewalk Cleaning Personnel

#### Requirements

- Class C Driver License Required
- Liability insurance with 1 million dollar per occurrence with the City of Hailey named as additionally insured.

**Please bid 1 Operator. Up to four operators could be needed.  
All Personnel shall be bid by the hour.**

### Haul Truck Specifications

- Tractor and 28'-30' End Dump
- 10 wheelers will not be considered.
- All equipment shall be kept on site at the City of Hailey Street shop unless prior authorization is requested in writing!
- A Strobe light or high intensity Flasher system is required.

### Loader Specifications

- 117-200 Hp
- Fuel Consumption of 2.5 Gph to 5 Gph

- Michelin radial Snow Plus or equivalent tires
- Strobe light or high intensity Flasher system is required.
- All equipment shall be kept on site at the City of Hailey Street shop unless prior authorization is requested in writing!
- All Loaders shall be bid without fuel by the hour Nov 1<sup>st</sup> –Mar 31<sup>st</sup>.

The City of Hailey will provide fuel for equipment matching fuel and Emissions requirements. An operator will need to be supplied for operation of the loader by leaser. To the extent available the City of Hailey will provide electrical outlets for block heaters for haul trucks and loaders.

### **Operator Rental for Operation of City Equipment**

#### **Requirements**

- Class A CDL Required

Please bid per Operator. Up to three operators could be needed.

### **Dozer Lease Specifications**

- Certified to EPA Tier 3 Emissions
- 200 hp or greater
- Ground Contact area of 9600 in<sup>2</sup> or larger
- Blade capacity of 4.8 yd<sup>3</sup> or larger
- Gross weight of 46,000lb or larger
- All equipment shall be kept on site at Lions Park in the City of Hailey unless prior authorization is requested in writing!
- All Loaders shall be bid without fuel by the hour Nov 1<sup>st</sup> –Mar 31<sup>st</sup>.

The City of Hailey will provide fuel for equipment matching fuel and Emissions requirements. An operator will need to be supplied for operation of the Dozer by leaser.

### **Operator Rental for Operation of City Equipment**

#### **Requirements**

- Class A CDL Required
- Liability insurance with 1 million dollar per occurrence with the City of Hailey named as additionally insured.

Please bid 1 Operator. Up to three operators could be needed.  
All Operators shall be bid by the hour.

## **Operator Rental for Operation of City Snowblower**

### **Requirements**

- Prior Snowblower Operating Experience

Please bid 1 Operator.  
Operators shall be bid by the hour.

### **Overall Bidding Requirement:**

Liability insurance with 1 million dollar per occurrence with the City of Hailey named as additionally insured.

The City of Hailey retains the right to accept or reject any or all bids.

**BID FORM – HAUL TRUCK & OPERATOR**

**BID INFORMATION AND TOTALS**

Equipment Requirements:

<u>Description</u>	
Haul Trucks to be Provided – Size and Manufacturer	<u>1994 Peterbilt</u> <u>1990 Peterbilt</u>
Number of Haul Trucks to be provided	<u>2</u>
Strobe light or high intensity Flasher system	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Equipment will be kept at City of Hailey Shop	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Liability Insurance will be provided	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**BID:**

The equipment bid below is to include the operators hourly cost including all wages, taxes and benefits.

<u>Description</u>	<u>Cost/Hour</u>
Haul Truck & Operator _____	<u>\$94.50</u>



**BID FORM – DOZER & OPERATOR**

**BID INFORMATION AND TOTALS**

Equipment Requirements:

<u>Description</u>		
Dozer to be Provided – Size and Manufacturer	<u>Kamatsu D65</u>	
Dozer HP	_____	
Ground Contact area	_____	
Blade Capacity	_____	
Dozer Gross Weight	_____	
Certified to EPA Tier 3 Emission Standards	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Equipment will be kept at Lions Park	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Liability Insurance will be provided	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**BID:**

The equipment bid below is to include the operators hourly cost including all wages, taxes and benefits.

<u>Description</u>	<u>Cost/Hour</u>
Dozer & Operator <u>D65 - Sluder Construction</u>	<u>99.50</u>

**BID FORM – CDL LICENSED OPERATORS**

**BID INFORMATION AND TOTALS**

Operator Requirements:

N/A

Description

Class A CDL  Yes  No

Liability Insurance will be provided  Yes  No

**BID:**

The equipment bid below is to include the operators hourly cost including all wages, taxes and benefits.

Description

Cost/Hour

CDL Licensed Operator \_\_\_\_\_



**CONTRACT FOR SERVICES**

THIS CONTRACT FOR SERVICES ("Agreement") is made this \_\_\_ day of \_\_\_\_\_, 2012, by and between the City Hailey, Idaho, a body corporate and politic and a political subdivision of the State of Idaho ("City"), and Sluder Construction, Inc. ("Contractor").

RECITALS

A The City is authorized pursuant to Idaho law to enter into contracts for services including services for snowplowing.

B Subject to the terms and conditions of this Agreement, the Contractor is willing to provide snowplowing services and snowplowing equipment for the City during the winter of 2012/13.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual agreements hereinafter contained and subject to the terms and conditions hereinafter stated, it is hereby understood and agreed by the parties hereto as follows:

1. TERM. This Agreement shall be effective upon execution of the Agreement and will continue in full force and effect through the 30<sup>th</sup> day of September, 2013. The term of this Agreement may be extended by the parties by agreement in writing.

2. SERVICES. Contractor agrees to employ and furnish all necessary personnel with Class A CDL to furnish and maintain one (1) loader together with necessary supplies and equipment, and such other items as are reasonably necessary to provide snow plowing services within the corporate limits of the City. The parties agree that the City shall provide all necessary fuel for the operation of the loader for work necessary under this Agreement. The City will generally direct the Contractor to perform snowplowing services under certain conditions and at

certain times and locations, to be determined by the City in its sole discretion.

3. CONSIDERATION. In consideration for the services performed by the Contractor according to the terms of this Agreement, the City shall pay Contractor \$89.00 per hour for the loader. The parties understand that \$89.00 per hour for the loader includes the costs of the operator of the loader. Contractor shall provide monthly invoices to the City for any charges incurred during a month on or before the 5<sup>th</sup> day of January, 2013, and continuing on the 5<sup>th</sup> day of every month thereafter during the period of providing snowplowing services under this Agreement. The City shall pay all invoices by the last day of the month when the invoice was received.

4. INDEPENDENT CONTRACTOR. The parties acknowledge and agree that the Contractor is an independent contractor of the City, and that the personnel of the Contractor performing the services under this Agreement are employees of the Contractor only, and that the Contractor is solely responsible for the payment of wages and benefits and the coverage of insurance, including worker's compensation. It is furthermore agreed that the City shall not be liable for compensation or indemnity to any of the employees of Contractor for injuries or sickness arising out of the performance of services under this Agreement, and Contractor hereby agrees to indemnify and hold harmless City from any such liability or claim.

5. INSURANCE REQUIREMENTS. The Contractor shall maintain in full force and effect, at its sole cost and expense, during the term of this Agreement, commercial general liability insurance for the purpose of protecting the City against liability for loss or damage, for bodily injury, property damage, personal injury, death, civil rights violations, and errors and omissions, relating to the operations of the Contractor under this Agreement. Such policy shall provide insurance against property damage in an amount not less than \$500,000.00 and bodily

injury with limits of not less \$500,000.00 per person and \$1,000,000.00 total for each occurrence; provided, however, the minimum limits of insurance as set forth herein shall be automatically increased at any time the liability limits of the City are increased pursuant to the Idaho Tort Claims Act (*Idaho Code Sections 6-901 et seq.*). Such insurance shall be noncancellable except upon thirty (30) days prior written notice to the City. All of the insurance policies shall contain provisions that the insurers shall have no right of recovery or subrogation against the City, or the City's insurer with regard to the aforementioned losses or damages. The Contractor's certificates of insurance shall name the City and its officials, employees and agents as additional named insured and shall be endorsed to specify that such policies cover the liability assumed by the Contractor under this Agreement. The Contractor shall also secure and maintain at least the statutory amounts of worker's compensation, disability benefits, and unemployment insurance in accordance with the laws of the State of Idaho. Such insurance shall provide at least thirty (30) days written notice to Hailey before such policy is suspended, canceled, amended or terminated. The Contractor shall provide evidence of acceptable insurance at limits listed above to City Clerk, City of Hailey, 115 Main Street So., Hailey, Idaho 83333.

6. INDEMNIFICATION. The Contractor covenants and agrees to indemnify, defend and hold the City harmless from and against any and all claims, demands, causes of action, suits, losses, liabilities, damages, costs and expenses, including attorney fees, that may accrue, directly or indirectly, by reason of any act or omission on the part of the Contractor, its agents, employees, assigns or anyone subcontracting with Contractor, related to damages that arise out of the Contractor's services under this Agreement, to bodily injury, property damage, personal injury and death that arise out of the Contractor's services under this Agreement, and to the provision of any service or duty under this Agreement. Contractor shall have the duty to

appear and defend any such demand, claim, suit or action on behalf of the City, without cost or expense to the City.

7. TERMINATION. Any party to this Agreement may terminate its obligations under this Agreement upon providing the other parties with thirty (30) days written notice. In the event the Agreement is terminated for cause, the City shall pay Contractor for its services incurred before the date of the service of the written notice of termination, and only the pro rata amount of the minimum payment for the loaders which would be payable at the end of the month in which the notice is delivered. In the event the Agreement is terminated without cause, the City shall pay Contractor for its services incurred before the date of the service of the written notice of termination, and the entire amount of the minimum payment for the loaders which would be due under this Agreement.

8. MISCELLANEOUS PROVISIONS.

8.1 Notices. Any notice under this Agreement shall be in writing and shall be effective when actually delivered in person or three days after being deposited in the U.S. mail, registered or certified, postage prepaid and addressed to the party at the address stated in this Agreement or such other address as either party may designate by written notice to the other.

8.2 Waiver. The waiver by either party of the breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any subsequent breach.

8.3 Assignment. Except as otherwise provided within this Agreement, neither party hereto may transfer or assign this Agreement without prior written consent of the other party.

8.4 Law Governing. This Agreement shall be governed by and construed in accordance with the laws of the State of Idaho.

8.5 Attorney's Fees. In the event of any dispute with regard to the interpretation or enforcement of this Agreement, the prevailing party shall be entitled to recover

his/her reasonable costs and attorneys' fees incurred therein, whether or not a lawsuit is actually filed, and on any appeals, and in any bankruptcy proceeding.

8.6 Entire Agreement. This Agreement contains the entire understanding between and among the parties and supersedes any prior understandings and agreements among them respecting the subject matter of this Agreement.

8.7 Counterparts. This Agreement may be executed in several counterparts and all so executed shall constitute one Agreement, binding on all the parties hereto even though all the parties are not signatories to the original or the same counterpart.

8.8 Facsimile. Facsimile transmission of any signed original document and retransmission of any signed facsimile transmission shall be same as delivery of the original.

8.9 Remedies. The rights and remedies provided by this Agreement are cumulative and the use of any one right or remedy by any party shall not preclude nor waive its rights to use any or all other remedies. Any rights provided to the parties under this Agreement are given in addition to any other rights the parties may have by law, statute, ordinance or otherwise.

8.10 Severability. Every provision of this Agreement is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Agreement.

8.11 Authority. Each signatory agrees that he or she has full authority and consent to sign this Agreement.

8.12 Amendment. This Agreement may be revised, amended, or canceled in whole or in part, only by means of a written instrument executed by both parties hereto.

8.13 Interpretation. This Agreement shall be liberally construed in accordance with the general purposes of this Agreement and interpreted and enforced under the laws of the State of Idaho. No presumption shall exist in favor of or against any party to this Agreement as the result of drafting and preparing this Agreement. The headings in this Agreement are inserted for convenience and identification only and are in no way intended to describe, interpret, define or limit the scope, extent or intent of the Agreement or any provisions of the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Contract for Services on

the day and year first above written.

CITY OF HAILEY

By \_\_\_\_\_  
Fritz X. Haemmerle, Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, City Clerk

By \_\_\_\_\_

**CONTRACT FOR SERVICES**

THIS CONTRACT FOR SERVICES ("Agreement") is made this \_\_\_ day of \_\_\_\_\_, 2012, by and between the City Hailey, Idaho, a body corporate and politic and a political subdivision of the State of Idaho ("City"), and Sluder Construction, Inc. ("Contractor").

RECITALS

A The City is authorized pursuant to Idaho law to enter into contracts for services including services for snowplowing.

B Subject to the terms and conditions of this Agreement, the Contractor is willing to provide snowplowing services and snowplowing equipment for the City during the winter of 2012/13.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual agreements hereinafter contained and subject to the terms and conditions hereinafter stated, it is hereby understood and agreed by the parties hereto as follows:

1. TERM. This Agreement shall be effective upon execution of the Agreement and will continue in full force and effect through the 30<sup>th</sup> day of September, 2013. The term of this Agreement may be extended by the parties by agreement in writing.

2. SERVICES. Contractor agrees to employ and furnish all necessary personnel with Class A CDL to operate both City and Contractor vehicles and to furnish and maintain two (2) ten yard end dump trucks together with necessary supplies and equipment, and such other items as are reasonably necessary to provide snow plowing services within the corporate limits of the City. The parties agree that the City will provide all necessary fuel for the operation of the haul trucks for work necessary under this Agreement. The City will generally direct the

Contractor to perform snowplowing services under certain conditions and at certain times and locations, to be determined by the City in its sole discretion.

3. CONSIDERATION. In consideration for the services performed by the Contractor according to the terms of this Agreement, the City shall pay Contractor \$94.50 per hour for each end dump truck. Contractor shall provide monthly invoices to the City for any charges incurred during a month on or before the 5<sup>th</sup> day of January, 2013, and continuing on the 5<sup>th</sup> day of every month thereafter during the period of providing snowplowing services under this Agreement. The parties understand that \$94.50 per hour for an end dump truck includes the costs of the operator of the end dump truck. The City shall pay all invoices by the last day of the month when the invoice was received.

4. INDEPENDENT CONTRACTOR. The parties acknowledge and agree that the Contractor is an independent contractor of the City, and that the personnel of the Contractor performing the services under this Agreement are employees of the Contractor only, and that the Contractor is solely responsible for the payment of wages and benefits and the coverage of insurance, including worker's compensation. It is furthermore agreed that the City shall not be liable for compensation or indemnity to any of the employees of Contractor for injuries or sickness arising out of the performance of services under this Agreement, and Contractor hereby agrees to indemnify and hold harmless City from any such liability or claim.

5. INSURANCE REQUIREMENTS. The Contractor shall maintain in full force and effect, at its sole cost and expense, during the term of this Agreement, commercial general liability insurance for the purpose of protecting the City against liability for loss or damage, for bodily injury, property damage, personal injury, death, civil rights violations, and errors and omissions, relating to the operations of the Contractor under this Agreement. Such policy shall

provide insurance against property damage in an amount not less than \$500,000.00 and bodily injury with limits of not less \$500,000.00 per person and \$1,000,000.00 total for each occurrence; provided, however, the minimum limits of insurance as set forth herein shall be automatically increased at any time the liability limits of the City are increased pursuant to the Idaho Tort Claims Act (*Idaho Code Sections 6-901 et seq.*). Such insurance shall be noncancellable except upon thirty (30) days prior written notice to the City. All of the insurance policies shall contain provisions that the insurers shall have no right of recovery or subrogation against the City, or the City's insurer with regard to the aforementioned losses or damages. The Contractor's certificates of insurance shall name the City and its officials, employees and agents as additional named insured and shall be endorsed to specify that such policies cover the liability assumed by the Contractor under this Agreement. The Contractor shall also secure and maintain at least the statutory amounts of worker's compensation, disability benefits, and unemployment insurance in accordance with the laws of the State of Idaho. Such insurance shall provide at least thirty (30) days written notice to Hailey before such policy is suspended, canceled, amended or terminated. The Contractor shall provide evidence of acceptable insurance at limits listed above to City Clerk, City of Hailey, 115 Main Street So., Hailey, Idaho 83333.

6. INDEMNIFICATION. The Contractor covenants and agrees to indemnify, defend and hold the City harmless from and against any and all claims, demands, causes of action, suits, losses, liabilities, damages, costs and expenses, including attorney fees, that may accrue, directly or indirectly, by reason of any act or omission on the part of the Contractor, its agents, employees, assigns or anyone subcontracting with Contractor, related to damages that arise out of the Contractor's services under this Agreement, to bodily injury, property damage, personal injury and death that arise out of the Contractor's services under this Agreement, and to

the provision of any service or duty under this Agreement. Contractor shall have the duty to appear and defend any such demand, claim, suit or action on behalf of the City, without cost or expense to the City.

7. TERMINATION. Any party to this Agreement may terminate its obligations under this Agreement upon providing the other parties with thirty (30) days written notice. In the event the Agreement is terminated for cause, the City shall pay Contractor for its services incurred before the date of the service of the written notice of termination, and only the pro rata amount of the minimum payment for the loaders which would be payable at the end of the month in which the notice is delivered. In the event the Agreement is terminated without cause, the City shall pay Contractor for its services incurred before the date of the service of the written notice of termination, and the entire amount of the minimum payment for the loaders which would be due under this Agreement.

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8.1 Notices. Any notice under this Agreement shall be in writing and shall be effective when actually delivered in person or three days after being deposited in the U.S. mail, registered or certified, postage prepaid and addressed to the party at the address stated in this Agreement or such other address as either party may designate by written notice to the other.

8.2 Waiver. The waiver by either party of the breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any subsequent breach.

8.3 Assignment. Except as otherwise provided within this Agreement, neither party hereto may transfer or assign this Agreement without prior written consent of the other party.

8.4 Law Governing. This Agreement shall be governed by and construed in accordance with the laws of the State of Idaho.

8.5 Attorney's Fees. In the event of any dispute with regard to the interpretation or enforcement of this Agreement, the prevailing party shall be entitled to recover his/her reasonable costs and attorneys' fees incurred therein, whether or not a lawsuit is actually filed, and on any appeals, and in any bankruptcy proceeding.

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IN WITNESS WHEREOF, the parties hereto have executed this Contract for Services on the day and year first above written.

CITY OF HAILEY

By \_\_\_\_\_  
Fritz X. Haemmerle, Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, City Clerk

By \_\_\_\_\_

## CONTRACT FOR SERVICES

THIS CONTRACT FOR SERVICES ("Agreement") is made this \_\_\_\_ day of \_\_\_\_\_, 2012, by and between the City Hailey, Idaho, a body corporate and politic and a political subdivision of the State of Idaho ("City"), and Sluder Construction, Inc. ("Contractor").

### RECITALS

A The City is authorized pursuant to Idaho law to enter into contracts for services including services for snowplowing.

B Subject to the terms and conditions of this Agreement, the Contractor is willing to provide snowplowing services and snowplowing equipment for the City during the winter of 2012/13.

### AGREEMENT

NOW, THEREFORE, in consideration of the mutual agreements hereinafter contained and subject to the terms and conditions hereinafter stated, it is hereby understood and agreed by the parties hereto as follows:

1. TERM. This Agreement shall be effective upon execution of the Agreement and will continue in full force and effect through the 30<sup>th</sup> day of September, 2013. The term of this Agreement may be extended by the parties by agreement in writing.

2. SERVICES. Contractor agrees to employ and furnish all necessary personnel with Class A CDL to furnish, operate and maintain a D65PX low ground pressure dozer, together with necessary supplies and equipment, and such other items as are reasonably necessary to provide snow plowing services within the corporate limits of the City. The parties agree that the City shall provide all necessary fuel for the operation of the dozer for work necessary under this Agreement. The City will generally direct the Contractor to perform

snowplowing services under certain conditions and at certain times and locations, to be determined by the City in its sole discretion.

3. CONSIDERATION. In consideration for the services performed by the Contractor according to the terms of this Agreement, the City shall pay Contractor \$99.50 per hour for each Class A CDL operator and the dozer. The parties understand that \$99.50 per hour for the dozer includes the costs of the operator of the dozer. Contractor shall provide monthly invoices to the City for any charges incurred during a month on or before the 5<sup>th</sup> day of January, 2013, and continuing on the 5<sup>th</sup> day of every month thereafter during the period of providing snowplowing services under this Agreement. The City shall pay all invoices by the last day of the month when the invoice was received.

4. INDEPENDENT CONTRACTOR. The parties acknowledge and agree that the Contractor is an independent contractor of the City, and that the personnel of the Contractor performing the services under this Agreement are employees of the Contractor only, and that the Contractor is solely responsible for the payment of wages and benefits and the coverage of insurance, including worker's compensation. It is furthermore agreed that the City shall not be liable for compensation or indemnity to any of the employees of Contractor for injuries or sickness arising out of the performance of services under this Agreement, and Contractor hereby agrees to indemnify and hold harmless City from any such liability or claim.

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provide insurance against property damage in an amount not less than \$500,000.00 and bodily injury with limits of not less \$500,000.00 per person and \$1,000,000.00 total for each occurrence; provided, however, the minimum limits of insurance as set forth herein shall be automatically increased at any time the liability limits of the City are increased pursuant to the Idaho Tort Claims Act (*Idaho Code Sections 6-901 et seq.*). Such insurance shall be noncancellable except upon thirty (30) days prior written notice to the City. All of the insurance policies shall contain provisions that the insurers shall have no right of recovery or subrogation against the City, or the City's insurer with regard to the aforementioned losses or damages. The Contractor's certificates of insurance shall name the City and its officials, employees and agents as additional named insured and shall be endorsed to specify that such policies cover the liability assumed by the Contractor under this Agreement. The Contractor shall also secure and maintain at least the statutory amounts of worker's compensation, disability benefits, and unemployment insurance in accordance with the laws of the State of Idaho. Such insurance shall provide at least thirty (30) days written notice to Hailey before such policy is suspended, canceled, amended or terminated. The Contractor shall provide evidence of acceptable insurance at limits listed above to City Clerk, City of Hailey, 115 Main Street So., Hailey, Idaho 83333.

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IN WITNESS WHEREOF, the parties hereto have executed this Contract for Services on the day and year first above written.

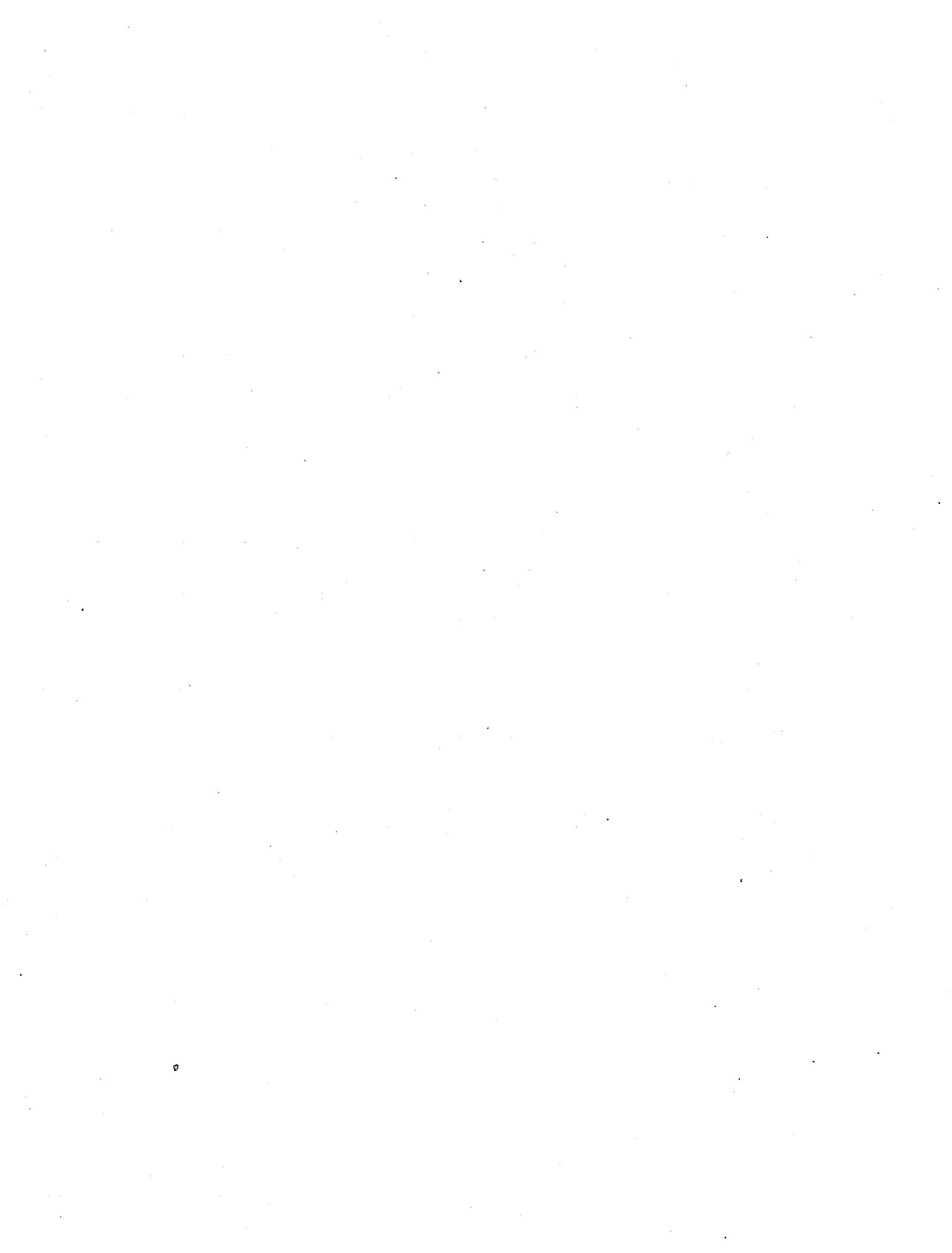
CITY OF HAILEY

By \_\_\_\_\_  
Fritz X. Haemmerle, Mayor

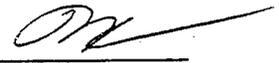
ATTEST:

\_\_\_\_\_  
Mary Cone, City Clerk

By \_\_\_\_\_



**AGENDA ITEM SUMMARY**

DATE: 12/3/12 DEPARTMENT: PW - WW DEPT. HEAD SIGNATURE: 

**SUBJECT:**

Consideration of Resolution 2012-89 authorizing, Task Order #6 with HDR Engineering for assessing biosolids processing at the wastewater treatment plan, including dome removal; and completion of a Preliminary Engineering Report per DEQ requirements, including a not-to-exceed estimate of \$69,677.

**AUTHORITY:**  ID Code \_\_\_\_\_  IAR \_\_\_\_\_  City Ordinance/Code \_\_\_\_\_  
(IF APPLICABLE)

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

At the November 19, 2012 City Council meeting this Task Order was presented for discussion. Staff was requested to contact HDR Engineering for additional clarification on the proposed preliminary engineering. City Administrator Heather Dawson and City Engineer Tom Hellen conducted a phone call with HDR Engineering to clarify the intent of the Task Order scope of work. The attached letter and revised Task Order address the issues presented to HDR for clarification.

The schedule for this work is completion by March 15, 2013 in order to meet the deadline for calling an election in May, 2013.

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS**

Caselle # \_\_\_\_\_  
Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_  
Estimated Hours Spent to Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
Staff Contact: \_\_\_\_\_ Phone # \_\_\_\_\_  
Comments: \_\_\_\_\_

**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> City Administrator | <input type="checkbox"/> Library             | <input type="checkbox"/> Benefits Committee |
| <input type="checkbox"/> City Attorney      | <input type="checkbox"/> Mayor               | <input type="checkbox"/> Streets            |
| <input type="checkbox"/> City Clerk         | <input type="checkbox"/> Planning            | <input type="checkbox"/> Treasurer          |
| <input type="checkbox"/> Building           | <input type="checkbox"/> Police              | _____                                       |
| <input type="checkbox"/> Engineer           | <input type="checkbox"/> Public Works, Parks | _____                                       |
| <input type="checkbox"/> Fire Dept.         | <input type="checkbox"/> P & Z Commission    | _____                                       |

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Motion to approve Resolution 2012-89 authorizing, Task Order #6 with HDR Engineering for Preliminary Engineering Services of Solids Thickening and Handling for the City of Hailey for a not-to-exceed amount of \$69,677.

**ADMINISTRATIVE COMMENTS/APPROVAL:**

City Administrator \_\_\_\_\_ Dept. Head Attend Meeting (circle one) Yes No

**ACTION OF THE CITY COUNCIL:**

Date \_\_\_\_\_

City Clerk \_\_\_\_\_

**FOLLOW-UP:**

\*Ord./Res./Agrmt./Order Originals: Record \*Additional/Exceptional Originals to: \_\_\_\_\_  
Copies (all info.): \_\_\_\_\_ Copies (AIS only)

**CITY OF HAILEY  
RESOLUTION NO. 2012-89**

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY  
AUTHORIZING THE EXECUTION OF A CONTRACT FOR SERVICES WITH  
HDR ENGINEERING, INC.**

WHEREAS, the City of Hailey desires to enter into an agreement with HDR Engineering, Inc. (HDR) under which HDR will perform services to assess biosolids processing at the wastewater treatment plant including dome removal; and completion of a Preliminary Engineering Report per DEQ requirements for a not-to-exceed amount of \$69,677.

WHEREAS, the City of Hailey and HDR have agreed to the terms and conditions of the Task Order Number 6, a copy of which is attached hereto.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAILEY, IDAHO,** that the City of Hailey approves the Task Order Number 6 between the City of Hailey and HDR Engineering, Inc. and that the Mayor is authorized to execute the attached Agreement,

Passed this 3rd day of December, 2012.

City of Hailey

\_\_\_\_\_  
Fritz X. Haemmerle, Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, City Clerk



November 28, 2012

Mr. Tom Hellen  
City of Hailey  
115 S Main St  
Hailey, ID 83333

Subject: Preliminary Engineering for Solids Thickening and Handling for the City of Hailey

Dear Mr. Hellen:

HDR Engineering, Inc. (HDR) is looking forward to continuing our work with the City of Hailey. As you also know, HDR is familiar with the City's wastewater treatment program including the treatment facilities, National Pollutant Discharge Elimination System (NPDES) permit, and conceptual planning for recycled water. Enclosed with this letter is our next service - Task Order No. 6 - Preliminary Engineering Services of Solids Thickening and Handling for the City of Hailey.

Specifically, we are planning to provide preliminary engineering for your new aerobic digestion project including improvements for solids thickening and dewatering. Our approach to this project addresses the requirements of Idaho Administrative Procedures Act (IDAPA) 58.01.16 - Wastewater Rules which requires a Preliminary Engineering Report for any project that will make material modifications to existing municipal wastewater treatment facilities. The Preliminary Engineering Report develops the project to approximately a 30 percent design level. This level of design allows for the preparation of an engineer's opinion of probable construction cost which typically forms the basis for budget authorization and funding requests. For your project, HDR recommends that the City consider this preliminary engineering effort to provide better definition for the bond election. Reduced levels of project definition, below that of a Preliminary Engineering Report, often result in higher contingency amounts and a wider cost opinion range and are not recommended for a project such as this.

As requested by the City, we are providing some brief qualifications regarding HDR's capabilities for solids processing, handling evaluations, and design throughout the West. Below are summaries for several recently completed projects that have similar components to the City's upcoming project.

- **City of Hamilton, Solids Thickening and Dewatering, Montana.** HDR recently assisted the City of Hamilton with preliminary and final design of thickening and dewatering improvements at their wastewater treatment facility. Due to the advancements in screw press technology following facility planning, HDR changed the recommended dewatering technology during preliminary design. This design change saved the client a substantial

amount of capital funds and provided a more ergonomic design and smaller footprint. Since completion of the construction project in November 2010, the plant has not needed to utilize the sludge storage basin due to the increased digester capacity. This has reduced the aeration requirements at the plant, which reduced the required plant upgrades and saved annual operation and maintenance costs.

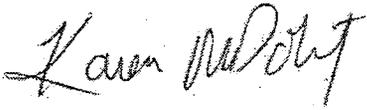
- **City of Coeur d'Alene, Solids Thickening, Idaho.** HDR recently completed the \$11 million Phase 5B Solids Processing Improvements project for the City of Coeur d'Alene which included the addition of a new anaerobic digester, a digester control building with sludge thickening, and a biogas control building. The digester control building houses a new rotary screen thickener (RST) and the relocated RST from an earlier project. The two RSTs allow the operations staff to thicken waste secondary sludge from the trickling filter/solids contact process prior to feeding the active digester(s); recuperatively thicken digester contents to increase the solids concentration of the sludge being digested and delay dewatering activities should the need arise; and pre-thicken the digested sludge prior sludge dewatering if desired by the operations staff. The original RST was installed as a full-scale pilot to investigate the feasibility of the equipment as a replacement for the dissolved air flotation thickener (DAFT) originally planned to be installed. Ultimately, the RST was determined to be a less-costly installation for secondary sludge thickening which decreased the volume of sludge fed to the digesters. Due to the new thickening operation and a few other process modifications, the City will be able to substantially delay, and possibly avoid, the installation of their final digester to meet build-out capacity. In 2006, HDR completed the \$13 million Phase 4B Treatment Plant Upgrade project which included the replacement of a smaller belt filter press with a new centrifuge to improve dewatering and produce dryer sludge cake. Also, process air from the dewatering facilities was captured and treated in the existing biofilter beds.
- **City of Bozeman, Solids Thickening and Dewatering, Montana.** HDR assisted the City of Bozeman with a substantial solids handling improvement project. The primary purpose of the solids dewatering process was to efficiently remove excess water from the biosolids and reduce the volume for cost effective hauling or pumping to land application sites. The system included facilities to convey liquid biosolids to the screw presses, convey the cake solids into trucks, and return pressate to the liquid treatment process in a manner that equalized the ammonia loading. Secondary purposes of the solids dewatering system included providing a backup for waste activated sludge thickening and providing a means for recuperative thickening of digested sludge, if needed.

Mr. Tom Hellen  
November 28, 2012

Page 3

We look forward to working with you. Please do not hesitate to contact me at 208-387-7075 or  
Haley Falconer, 208-387-7022.

Respectfully submitted,  
HDR ENGINEERING, INC.



Karen M. Doherty, P.E.  
Idaho Operations Manager



Haley Falconer, E.I.T.  
Project Manager

Enclosures

Cc. Heather Dawson, City of Hailey  
Mike Zeltner, HDR Engineering, Inc. - Boise  
Dan Harmon, HDR Engineering, Inc. - Missoula

## EXHIBIT A

TASK ORDER NO. 6**PRELIMINARY ENGINEERING SERVICES OF SOLIDS THICKENING AND HANDLING FOR THE CITY OF HAILEY**

This Task Order pertains to an Agreement by and between City of Hailey, Idaho, and HDR Engineering, Inc. ("HDR"), dated August 10, 2009, ("the Agreement"). HDR shall perform services on the project described below and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the technical services described below.

---

**BACKGROUND**

The City of Hailey operates a sequencing batch reactor (SBR) with an aerobic digester for solids destruction. The aerobic digester is currently located in the former packaged wastewater treatment plant. The packed plant was not designed to serve as an aerobic digester, although the City has been able to utilize the infrastructure for both waste activated sludge (WAS) thickening and digestion. After thickening and digestion, liquid sludge is hauled for disposal at the Ohio Gulch Landfill.

The existing aerobic digester is covered by a fiberglass dome. The dome's current condition is poor. In order to reduce excess structural loading, the interior space is heated to remove the snow load which a structural engineering consultant (separate from HDR) has determined could cause the structure to fail.

The replacement of the existing aerobic digester provides the opportunity for evaluating the biosolids treatment and solids handling improvements at the wastewater plant. While many facilities operate anaerobic digestion, this is typically only cost effective for facilities with flows greater than 5 million gallons per day (mgd). Therefore, it is recommended to proceed with aerobic digestion improvements and associated thickening and dewatering. Proposed improvements include improved WAS thickening prior to digestion, new concrete, partially buried aerobic digesters, and solids dewatering prior to hauling.

Thickening the WAS would decrease the required digester capacity and reduce the volume of digested biosolids that are hauled to the landfill. By doing this, the frequency of truck trips to the landfill could be reduced, reduce the City's hauling costs, and increase operator availability for other activities. Two aerobic digesters would replace the existing single aerobic digester. Dewatering after digestion will further help reduce the volume of biosolids hauled to the landfill. Additionally, selection of thickening and dewatering technologies could include consideration for future production of Class A or B biosolids for land application to bolster the City's options for biosolids management.

These improvements will also help move the City toward its energy reduction goal since energy consumption will be reduced from removing the need to heat the existing aerobic digester dome and from reducing the number of truck trips to the landfill.

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**PROPOSED SCOPE OF SERVICES**

The purpose of this effort is to provide the City of Hailey with solids handling options to eliminate the use of the existing aerobic digester and dome, to reduce total truck trips to the landfill, and to plan for future solids handling needs. This task includes preliminary engineering services.

The proposed scope of Consultant services includes the following tasks. HDR will commence with this scope of services upon notice to proceed.

**TASK 100 - PROJECT MANAGEMENT****Objective**

To provide scope, schedule, and cost control services.

**HDR Subtasks**

- Communicate to the City and the project team through telephone calls, project meetings, and email communications.
- Monitor team scope, budget, and schedule; delegate task assignments and responsibilities by discipline; and coordinate issues with City's Project Manager.
- Up to four 1-hour conference calls between HDR project manager, design manager, and City of Hailey.
- Prepare monthly progress reports and invoices that summarize the work progress to date, budget expenditures to date, and identify information requirements or decisions that need to be made by the City.
- Provide review of criteria and concepts being applied to the services in this task order.
- Prepare agenda and notes for meetings.

**City Involvement**

- Interface with Consultant on project issues.

**Assumptions**

- Monthly progress reports for the duration of the project, up to 4 months.
- If the scope changes during the life of the project, modification to the original contract agreement will be required per the terms and conditions of the agreement.
- Invoice format will follow standard format by the Consultant.
- Direct expenses for travel, printing, photocopying, and telephone conferences will be billed to owner.

**Deliverables**

- Progress reports and invoices (1 hard copy each month).
- Meeting agenda and notes (electronic file in .pdf format transmitted via e-mail).

**TASK 200 - PRELIMINARY ENGINEERING****Objective**

Establish the preliminary engineering requirements for the solids handling improvements that meet the requirements per Idaho Code (IDAPA 58.01.16 Section 411: Facility and Design Standards for Municipal Wastewater Treatment or Disposal Facilities – Preliminary Engineering Reports).

**Approach**

- Site investigation and project coordination meeting to review existing facilities, obtain record information, and discuss project concepts with City staff.

- Prepare a Preliminary Engineering Report (PER) to define the project with a unified design concept to allow development of a realistic opinion of probable construction cost, an informed review by Owner, and approval by Idaho Department of Environmental Quality (DEQ). Anticipated components of the PER are as follows:
  - Identify and evaluate solids thickening and solids handling options.
  - Establish and document the design criteria, including:
    - Flows and loads to the aerobic digester
    - Water quality and solids quality requirements
    - Disposal requirements
    - Reliability and redundancy requirements per the Idaho code.
  - Develop mass balance and process flow diagram for the aerobic digester.
  - Develop preliminary process design including:
    - Summary of unit process design criteria and projected operating conditions.
    - Process flow diagrams for aerobic digester unit process.
    - Process narrative for individual unit processes.
  - Develop preliminary site and civil design including:
    - Site plan showing new and existing structures.
    - Preliminary yard piping plan (major piping systems).
  - Develop preliminary structural design including:
    - Footprints and sections of major structures showing major equipment.
    - Structural design concepts, including conceptual design of foundations and preliminary sizing of wall and slab thicknesses.
    - Building material selection.
    - Structure dimensions.
  - Develop preliminary process mechanical design including:
    - Sizing of major equipment.
    - Preliminary equipment lists and data sheets for major equipment.
    - Equipment layouts, including major piping and valves.
    - Equipment access and hoisting plan.
    - Piping material selection.
    - Chemical storage and feed requirements.
    - Utility requirements.
  - Develop preliminary electrical design including:
    - Preliminary electrical load list.
    - Electrical service requirements.
    - Standby power requirements.
    - Electrical power one-line diagram.
    - Preliminary electrical site plan.

- Communication design concepts.
- Sizing of major equipment.
- Preliminary equipment lists and data sheets for major equipment.
- Develop preliminary instrumentation and control design including:
  - Control philosophy.
  - Control system block diagram.
  - Process control descriptions.
  - Preliminary Process and Instrumentation Diagram (P&ID) drawings for major equipment and systems.
- Develop preliminary implementation and procurement plan including:
  - Preliminary construction schedule.
  - Equipment procurement plan including potential sole-source, pre-purchase, pre-qualification or base-bid candidates.
- Prepare for and participate in the review workshop to review comments and solicit input from the City regarding the preliminary engineering report following a two-week comment period. Define what work will be self-performed by the City and will not be included in the construction cost opinion.
- Develop preliminary opinion of probable construction cost.
  - Provide additive/deductive alternatives to account for City performed work.
- Following the review meeting, address comments from the City and finalize the draft preliminary engineering report to complete a DEQ submittal draft.

### **City Involvement**

- Perform a timely review of submittals and will provide a single set of reconciled review comments. Consultant schedule includes an allowance of up to two (2) weeks for Owner review of the PER. Any duration longer than this will result in Consultant schedule adjusting accordingly.
- Provide operating log sheets for the previous 24 months of plant operations.
- Provide record drawings of existing plant structures and equipment arrangements will be provided by the City at or before NTP.
- Provide geotechnical reports and final foundation design recommendations at or before NTP.
- Provide survey and topographic mapping information of project site in AutoCAD .dwg format at or before NTP.
- Participate in the site investigation and review meeting.
- Submit draft Preliminary Engineering Report to DEQ.

### **Assumptions**

- Unless otherwise stated, meetings will be conducted at the Hailey City Hall or the Wastewater Treatment Plant.
- Site investigation visit will last up to one day (8 hours) including travel time. Up three (3) HDR staff will attend.

- References to the approved Facility Plan will be used in the Preliminary Engineering Report as permitted by IDAPA Wastewater Rules .
- Up to three (3) HDR staff will attend the review workshop in the City of Hailey and up to one (1) HDR staff will attend the review workshop via teleconference. Review workshop will last up to four (4) hours.
- Engineer will prepare and distribute review meeting minutes.
- Potholing of underground piping and utilities will not be required.
- A plant-wide process flow diagram will not be prepared.
- Computational fluid dynamic modeling will not be required, but can be added to scope of services under separate task order if desired by Owner.
- Odor control and noise mitigation plans will not be required.
- Consultant's quality assurance manual and design delivery manual will provide the basis of the quality control program.
- Preliminary cost opinion will be for budgetary planning purpose to support project funding requests. Consultant will attempt to provide a range of accuracy based upon ACE International Recommended Practice No. 17R-97, Class 3, 10 to 40 percent project definition, +30% to -15% Range of Accuracy.
- Direct expenses for travel, printing, photocopying, and telephone conferences will be billed to owner.
- No DEQ comments are anticipated and the requirement for response to comments on the PER is not included.

**Deliverables**

- Review meeting agendas and minutes (electronic file in .pdf format transmitted via e-mail)
- Draft Preliminary Engineering Report to City (electronic file in .pdf format transmitted via e-mail)
- Final Draft Preliminary Engineering Report to Idaho DEQ (electronic file in .pdf format transmitted via e-mail)

**PROJECT SCHEDULE**

**PRELIMINARY ENGINEERING SERVICES OF SOLIDS THICKENING AND HANDLING FOR THE CITY OF HAILEY**

The project schedule for performing the task order is as follows:

<b>Task</b>	<b>Schedule</b> (Assuming NTP December 4, 2012)
Phase 1	
Task 100 - Project Management	Throughout the duration of Phase 1
Task 200 - Preliminary Engineering	December 4, 2012 through March 18, 2013

\*This schedule is based upon an assumed notice to proceed. If the notice to proceed is delayed, the project schedule will shift the corresponding number of calendar days.

COMPENSATION

PRELIMINARY ENGINEERING SERVICES OF SOLIDS THICKENING AND HANDLING FOR THE CITY OF HAILEY

The estimated cost to complete this Scope of Services is presented in the table below.

Task	Budget
Task 100 - Project Management	\$5,271
Task 200 - Preliminary Engineering	\$64,406
<b>TOTAL</b>	<b>\$69,677</b>

HDR will invoice the City of Hailey for professional services described in this Proposal on a time and materials basis. For the activities described in the Scope of Services, HDR estimates a professional services fee of not to exceed the amounts described in the table above without written authorization from the City.

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

City of Hailey, Idaho

HDR ENGINEERING, INC.

\_\_\_\_\_  
"OWNER"

\_\_\_\_\_  
"ENGINEER"

BY:

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BY:

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